



## WASHINGTON STATE SENATE

### EXEMPT RECRUITMENT ANNOUNCEMENT

#### K-12 DATA ANALYST - NONPARTISAN

#### *Senate Ways & Means Committee*

Senate Committee Services (SCS) is seeking candidates for a K-12 Data Analyst position with the Senate Ways and Means Committee. The position will provide technical and analytical expertise and information to Senators and Senate staff for detailed analysis of K-12 data, fiscal models, and other fiscal analysis for a broad range of budget development and oversight processes. This is a full-time, nonpartisan position, exempt from civil service. For more information on SCS, please visit our website at:

<http://www.leg.wa.gov/Senate/Committees/Pages/default.aspx>.

### DUTIES

SCS provides nonpartisan staff support to the members and committees of the Washington State Senate in Olympia, Washington. Duties include:

- Analyze and interpret K-12 data in order to assist Senators, the K-12 fiscal analyst, the operating budget coordinator, and the capital budget coordinator in budget development and budget decision making
- Utilize, improve, and develop quantitative fiscal models to better inform K-12 decision making processes
- Team with the K-12 Fiscal Analyst to form a complete non-partisan K-12 fiscal, policy, data, and quantitative service for all Senators
- Respond to inquiries on pertinent data, model, budget and fiscal issues
- Perform quality control and assurance of fiscal model runs and budget options for Senators
- Present on K-12 fiscal matters to the Committee
- Develop appropriate professional relationships with staff from the House of Representatives, OFM, state agency, and interest groups.

### QUALIFICATIONS

Desirable qualifications include:

- Experience in statistics, economics, and other quantitative methods used in financial analyses and budget development;
- Experience in sorting through large data sets and complex models to identify patterns, anomalies, and other relationships to inform decisions;
- Excellent analytical, quantitative, and problem solving skills;
- Proven ability to perform high-quality, objective research and analysis in a position requiring high levels of self-direction;
- High level of proficiency in multiple software applications including but not limited to Excel, SAS, and other database applications; and
- Willingness to work long, irregular hours that are common during a legislative session.

## **EDUCATION**

A Master's degree in business or public administration, statistics, economics, information technology, or other relevant field of study is desirable.

## **SALARY AND BENEFITS**

Salaries for professional legislative staff are competitive. The specific salary will depend on the successful applicant's education and experience.

Employee benefits include: vacation and sick leave; paid state holidays; health, life and other optional insurance; retirement; social security; and military leave.

## **APPLICATION PROCEDURE**

Complete the application form accessed on the [Senate Committee Services Employment and Intern Opportunities](#) webpage. In addition to the required contact information, please submit: (1) a brief letter of interest describing your specific qualifications; (2) a current resume detailing experience and education; (3) a writing sample; and (4) at least three professional references, including one supervisor, with name, current telephone numbers, and email addresses.

Applicants are encouraged to submit materials by Friday, October 20, as screening, interviewing, and selection will begin immediately.

*Phone contact: Ariel Kennedy at (360) 786-7432.*